



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001



11 JUL 1995

AMCPE-ROC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AMC FY96 Civilian Reshape Contingency Plan -- 30-Day Window Key Actions/Target Dates

1. References:

- a. Message, HQAMC, AMCPE-ROC, 141405Z Jun 95, SAB (Encl 1).
- b. Message, HQAMC, AMCPE-ROC, 201810Z Jun 95, SAB (Encl 2).
- c. Message, HQAMC, AMCPE-ROC, 262155Z Jun 95, SAB (Encl 3).

2. Reference 1a provided initial guidance pertaining to the submission of Reshape Contingency Plans for fiscal year 1996 (FY96). The key action target dates specified in that message were established based on the projected receipt of Reduction-in-Force (RIF) Plans at this Headquarters by 26 Jun 95. References 1b and 1c provided revised key action target dates based on the receipt of RIF Plans at this Headquarters by 28 Jul 95. A chart reflecting the revised target dates is furnished at enclosure 4.

3. Because the revised target dates reduce, by one-half, the time allotted for this Headquarters to review RIF Plans and to prepare requests for Voluntary Early Retirement Authority (VERA), it is essential that submissions be complete, accurate, and uniform throughout the Command. To assist you in this endeavor, we have prepared samples of each type of submission that may be required during the FY96 Reshape cycle. The following samples (enclosures 5 through 8) are based on past submissions by AMC activities, and reflect the proper formats:

a. **Enclosure 5: RIF Plan with VERA and VSIP requests.** This is the type of submission that is due on 28 Jul 95, if your FY96 Reshape assessment indicates a need to reduce the size of your work force. Please note that the "FOR" line on the VERA request has changed to: *FOR Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), ATTN: TAPC-CPF-S, 200 Stovall Street, Alexandria, VA 22332-0340.*

b. **Enclosure 6: Reassessment following initial 30-day VERA/VSIP open window period: Need for RIF is negated.**

AMCPE-ROC

SUBJECT: AMC FY96 Civilian Reshape Contingency Plan -- 30-Day Window Key Actions/Target Dates

c. Enclosure 7: Reassessment following initial 30-day VERA/VSIP open window period: RIF is required involving fewer than 50 involuntary separations.

d. Enclosure 8: Reassessment following initial 30-day VERA/VSIP open window period: RIF is required involving 50 or more involuntary separations. AR 5-10 documents are included. This sample is for a fictitious Army depot, but it reflects the substance of a reworked AR 5-10 submission that was approved by higher headquarters. Please use the exact format and wording shown in each part of this sample. This will save us from having to rework AR 5-10 packages before forwarding them to higher headquarters, making it possible to meet the prescribed target dates. The most important thing is accuracy and consistency in the numbers reflected in all parts of the AR 5-10 package.

All numbers in the Information for Members of Congress (IMC) are derived from the Realignment Fact Sheet (RFS) numbers. The numbers in the Draft Press Release, and in the Proposed Questions and Answers are derived from the numbers in the IMC. So, complete the RFS first, the IMC second, and the others will be easy! (A boiler plate IMC is provided, directly after the sample IMC, showing how each number is derived from specific paragraphs of the RFS.)

4. The final section of the sample AR 5-10 package is a request for a Community Impact Analysis (CIA) waiver. Instructions for requesting a CIA waiver are provided at enclosure 9. Virtually all of the AR 5-10 submissions over the past two years have included requests for a CIA waiver; all such requests, to date, have been approved.

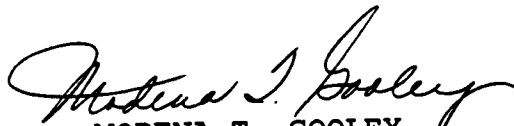
5. All submissions should be mailed by the most expeditious means, to ensure arrival at this Headquarters by the due dates. Advance copies of originals may be datafaxed, to permit timely review by this Headquarters prior to receipt of originals.

6. Point of contact is Monte Russell, AMCPE-ROC, DSN 284-5129.

7. AMC -- America's Arsenal for the Brave.

FOR THE COMMANDER:

Encls



MODENA T. GOOLEY
Chief, Transition and
Employee Services Division

AMCPE-ROC

SUBJECT: AMC FY96 Civilian Reshape Contingency Plan -- 30-Day
Window Key Actions/Target Dates

DISTRIBUTION:

COMMANDER

U.S. ARMY INDUSTRIAL OPERATIONS COMMAND (PROVISIONAL),

ATTN: AMSMC-HR

U.S. ARMY AVIATION AND TROOP COMMAND, ATTN: AMSAT-B-R

U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND, ATTN: AMSEL-PT

U.S. ARMY MATERIEL COMMAND, ATTN: AMCPE-O

U.S. ARMY MISSILE COMMAND, ATTN: AMSMI-PT-CP

U.S. ARMY SECURITY ASSISTANCE COMMAND, ATTN: AMSAC

U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND, ATTN: AMSTA-P

U.S. ARMY TEST AND EVALUATION COMMAND, ATTN: AMSTE-PE-C

U.S. ARMY SIMULATION, TRAINING AND INSTRUMENTATION COMMAND,

ATTN: AMSTI-RP

U.S. ARMY CHEMICAL, BIOLOGICAL DEFENSE COMMAND

U.S. ARMY MATERIALS TECHNOLOGY LABORATORY, ATTN: SLCMT-CP

U.S. ARMY ARMAMENT RD&E CENTER, ATTN: SMCAR-HRC

U.S. ARMY ABERDEEN PROVING GROUND SUPPORT ACTIVITY, STEAP-CP

U.S. ARMY SOLDIER SYSTEMS COMMAND (PROV), ATTN: SATNC-B

ANNISTON ARMY DEPOT, ATTN: SDSAN-DPCA

BLUE GRASS ARMY DEPOT, ATTN: SDSBG-CO

CORPUS CHRISTI ARMY DEPOT, ATTN: SDSCC-P

DUGWAY PROVING GROUND, ATTN: STEDP-CI

LETTERKENNY ARMY DEPOT, ATTN: SDSLE-BC

MCALESTER ARMY AMMUNITION PLANT, ATTN: SMCMC-PT

PINE BLUFF ARSENAL, ATTN: SMC PB-PC

RED RIVER ARMY DEPOT, ATTN: SDSRR-R

ROCK ISLAND ARSENAL, ATTN: SMCRI-PC

SAVANNA ARMY DEPOT, ATTN: SDSLE-VP

SENECA ARMY DEPOT, ATTN: SDSTO-SEC

SIERRA ARMY DEPOT, ATTN: SDSSA-CP

TOBYHANNA ARMY DEPOT, ATTN: SDSTO-Z

TOOELE ARMY DEPOT, ATTN: SDSTE-RSH

VINT HILL FARMS STATION, ATTN: SELVH-CA-CP

WATERVLIET ARSENAL, ATTN: SMCWV-PC

WHITE SANDS MISSILE RANGE, ATTN: STEWS-PO

YUMA PROVING GROUND, ATTN: STEYP-CP

DIRECTOR

U.S. ARMY RESEARCH LABORATORY, ATTN: AMSRL-D

INTERNATIONAL COOPERATIVE PROGRAMS ACTIVITY

U.S. ARMY RESEARCH OFFICE, ATTN: AMXRO-HR

INTELLIGENCE AND TECHNOLOGY SECURITY ACTIVITY

CF:

CRANE ARMY AMMUNITION ACTIVITY, ATTN: NSWC-06

U.S. ARMY FORT BELVOIR, ATTN: ANFB-CP

U.S. ARMY DEPOT SYSTEM COMMAND, ATTN: AMSDS-PE


02 08 141405Z JUN 95 00 00 UUUU

FY 96-97 AUTHORIZATION (JAN 95 PBG) AND AFFORDABILITY REFLECTED IN THE JUN 95 BPRR; BRAC AND OTHER CONSOLIDATIONS WILL OCCUR AS PLANNED; POTENTIAL REDUCTIONS IN RDTE MANPOWER; SELF FINANCING OF VOLUNTARY SEPARATION INCENTIVE PAY PROGRAMS AND OTHER RELATED RIF COSTS; AFFORDABILITY IS THE NEAR- AND LONG-TERM DRIVER; CONTINUED RELIANCE ON NON-INTRUSIVE MEANS TO REDUCE THE CIVILIAN WORK FORCE; LIMIT INVOLUNTARY SEPARATIONS; AND FURTHER REASSESSMENT AND ADJUSTMENTS TO YOUR RESHAPE PLAN (SCOPE AND SIZE) WILL OCCUR IN OCT 95.

3. BEARING IN MIND THAT THE MONTH OF MARCH IS THE BREAK-EVEN POINT FOR REDUCTIONS-IN-FORCE (RIF) EFFECTED DURING THE YEAR OF EXECUTION, IT IS ESSENTIAL THAT ALL AMC COMMANDS AND SEPARATE REPORTING ACTIVITIES BEGIN FY 96 RESHAPE ASSESSMENTS AT ONCE. THE FOLLOWING KEY-ACTION TIMELINE AND GUIDANCE ARE PROVIDED TO ASSIST YOU IN INITIATING THE APPROPRIATE RIF/VERA/VSIP REQUESTS IN CONJUNCTION WITH YOUR FY 96 RESHAPE ASSESSMENTS:

KEY ACTIONS	TARGET DATES
FY96 RESHAPE ASSESSMENT	15-25 JUN 95
RIF PLAN/VERA/VSIP REQUESTS DUE HQ AMC	26 JUN 95
HQ AMC REVIEW/PREPARE VERA REQUEST/ NOTIFY PERSCOM OF POTENTIAL RIFS	26 JUN-7 JUL 95

UNCLASSIFIED


C:\MMD\MONTE.DBF-- ID# 200

03 08 141405Z JUN 95 00 00 UUUU

PERSCOM/OSD REVIEW/APPROVAL OF VERA
INITIAL VERA/VSIP OPEN WINDOW PERIOD
RESHAPE REASSESSMENT
RIF REQUEST DUE TO HQ AMC

10 JUL-4 AUG 95

7 AUG-8 SEP 95

11-22 SEP 95

22 SEP 95

	OVER 49 INVOL SEP	UNDER 50 INVOL SEP
HQ AMC REVIEW/APPROVAL	25 SEP-6 OCT 95	25 SEP-20 OCT 95
HQDA/OSD REVIEW/APPROVAL	9 OCT-28 NOV 95	NA
CONGRESSIONAL NOTIFICATION	28 NOV 95	NA
RIF PLAN APPROVAL; NOTIFY		
CDRS/UNION/EMPLOYEES	28 NOV 95	1 NOV 95
ISSUE RIF NOTICES	30 NOV 95	1 DEC 95
RIF EFFECTIVE DATE	30 MAR 96	31 JAN 96

4. A FULL AR 5-10 PACKAGE (NORMALLY REQUIRED FOR ACTIVITIES PROJECTING INVOLUNTARY SEPARATION OF 50 OR MORE EMPLOYEES) IS NOT REQUIRED FOR THE 26 JUN 95 SUBMISSION. RIF/VERA/VSIP REQUESTS DUE ON 26 JUN SHOULD INCLUDE THE FOLLOWING DOCUMENTS FOR ALL REDUCTIONS, INCLUDING THOSE INVOLVING INVOLUNTARY SEPARATION OF LESS THAN 50 EMPLOYEES:

A. MEMORANDUM, SIGNED BY THE COMMANDER, STATING THE REASON FOR THE NEED FOR RIF. (DO NOT USE "REDUCED WORKYEARS" AS THE SOLE

UNCLASSIFIED


C:\MMD\MONTE.DBF-- ID# 200

REASON. RATHER, USE (AS APPROPRIATE) SUCH TERMINOLOGY AS "DECLINING WORKLOAD," "REDUCED FUNDING," "PERSONNEL REDUCTION IAW BRAC GUIDANCE," AND THE LIKE.)

B. POSITION/PERSONNEL IMPACT DATA. SEE PARA 5 FOR CONTENTS.

C. VERA REQUEST.

D. VSIP REQUEST.

5. POSITION/PERSONNEL IMPACT SHEETS SHOULD BE IN THE FOLLOWING FORMAT, WITH PARAGRAPHS NUMBERED AS FOLLOWS:

"1. POSITION IMPACT:

A. PERMANENT POSITIONS PRIOR TO THIS ACTION: _____.

(ACTIVITIES WHICH HAVE NOT HAD A RIF IN FY 95, USE 30 MAY 95 AS THE BASELINE DATE; ACTIVITIES WHICH WILL HAVE COMPLETED A RIF IN FY 95 (ON OR BEFORE 30 SEP 95), USE THEIR RIF EFFECTIVE DATE AS THE BASELINE DATE.)

B. VACANT POSITIONS PRIOR TO THIS ACTION: _____.

C. POSITIONS TO BE ELIMINATED AS A RESULT OF THIS ACTION: ____.

D. POSITIONS TO BE TRANSFERRED FROM THIS ACTIVITY DURING THE PERIOD OF THIS ACTION: _____. (I.E., 1 JUN 95 THRU RIF EFFECTIVE DATE.)

E. POSITIONS TO BE TRANSFERRED TO THIS ACTIVITY DURING THE

UNCLASSIFIED

01 02 262155Z JUN 95 PP UUUU

CDRAMC ALEXANDRIA VA//AMCPE-ROC//

AIG 9818

AIG 12540

AIG 12383

UNCLAS FOUO

SUBJECT: AMC FY96 CIVILIAN RESHAPE CONTINGENCY PLAN -- 30-DAY WINDOW
KEY ACTIONS/TARGET DATES

A. MSG, HQAMC, AMCPE-ROC, 201810Z JUN 95, SAB.

B. MSG, HQAMC, AMCPE-ROC, 141405Z JUN 95, SAB.

1. BASED ON THE REVISED DATE PROVIDED IN REF A, FOR RIF
PLANS/VERA/VSIP REQUESTS TO BE DUE AT HQAMC (28 JUL 95), THE TARGET
DATES SHOWN IN PARA 3 OF REF B ARE REVISED, AS FOLLOWS:

KEY ACTIONS	TARGET DATES
FY96 RESHAPE ASSESSMENT	15 JUN-28 JUL 95
RIF PLAN/VERA/VSIP REQUESTS DUE HQ AMC	28 JUL 95
HQ AMC REVIEW/PREPARE VERA REQUEST/ NOTIFY PERSCOM OF POTENTIAL RIFS	28 JUL-4 AUG 95
PERSCOM/OSD REVIEW/APPROVAL OF VERA	7-25 AUG 95
INITIAL VERA/VSIP OPEN WINDOW PERIOD	28 AUG-27 SEP 95
RESHAPE REASSESSMENT	27 SEP-6 OCT 95

5 140201Z JUN 95
AMCPE-01 AMCRM

MONTE RUSSELL, PMS, AMCPE-ROC
45129

(For) Lee Grant
MODENA T. GOOLEY, CH, AMCPE-CE, 49547

UNCLASSIFIED

C:\MMD\MONTE.DBF-- ID# 209

Encl 3

02 02 262155Z JUN 95 PP

UUUU

RIF REQUEST DUE TO HQ AMC

6 OCT 95

	OVER 49 INVOL SEP	UNDER 50 INVOL SEP
HQ AMC REVIEW/APPROVAL	9-13 OCT 95	9-20 OCT 95
HQDA/OSD REVIEW/APPROVAL	16 OCT-28 NOV 95	NA
CONGRESSIONAL NOTIFICATION	28 NOV 95	NA
RIF PLAN APPROVAL; NOTIFY		
CDRS/UNION/EMPLOYEES	28 NOV 95	1 NOV 95
ISSUE RIF NOTICES	30 NOV 95	1 DEC 95
RIF EFFECTIVE DATE	30 MAR 96	31 JAN 96

2. POINT OF CONTACT IS MONTE RUSSELL, AMCPE-ROC, DSN 284-5129,

E-MAIL: MRUSSELL@HQAMC.ARMY.MIL

3. AMC -- AMERICA'S ARSENAL FOR THE BRAVE.

UNCLASSIFIED

**AMC FY 96 CIVILIAN RESHAPE
CONTINGENCY PLAN
KEY ACTION/TARGET DATES**

KEY ACTIONS	120 DAYS	60 DAYS
FY 96 RESHAPE ASSESSMENT	15 JUN - 28 JUL 95	15 JUN - 28 JUL 95
RIF PLAN/VERA/VSIP REQUEST DUE HQ AMC	28 JUL 95	28 JUL 95
HQ AMC REVIEW/PREPARE VERA REQUEST; NOTIFY PERSCOM OF POTENTIAL RIFs	28 JUL - 4 AUG 95	28 JUL - 4 AUG 95
PERSCOM/OSD REVIEW & APPROVAL OF VERA	7 - 25 AUG 95	7 - 25 AUG 95
INITIAL VERA/VSIP OPEN WINDOW PERIOD	28 AUG - 27 SEP 95	28 AUG - 27 SEP 95
RESHAPE REASSESSMENT	27 SEP - 6 OCT 95	27 SEP - 6 OCT 95
RIF REQUEST DUE HQ AMC	6 OCT 95	6 OCT 95
HQ AMC REVIEW/APPROVAL OF AR 5-10 PKG	9 - 13 OCT 95	
HQ AMC REVIEW/APPROVAL OF RIFs (<50)		9 - 20 OCT 95
HQDA/OSD REVIEW/APPROVAL	16 OCT - 28 NOV 95	
CONGRESSIONAL NOTIFICATION BY OSD	28 NOV 95	
RIF PLAN APPROVAL; NOTIFY CDRS/UNION/EMPL	28 NOV 95	1 NOV 95
ISSUE RIF NOTICES	30 NOV 95	1 DEC 95
RIF EFFECTIVE DATE	30 MAR 96	31 JAN 96

Enc 4



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY AVIATION AND TROOP COMMAND
4300 GOODFELLOW BOULEVARD, ST. LOUIS, MO 63120-1798



AMSAT-B-RO

13 FEB 1995

FOR
MEMORANDUM FOR Commander, U.S. Army Materiel Command, ATTN: AMCPE-ROC,
5001 Eisenhower Avenue, Alexandria, VA 22333-0001

~~FOR Commander, U.S. Total Army Personnel Command, ATTN: TAPC CPT-8,
200 Stovall Street, Alexandria, VA 22332-0341~~

SUBJECT: ~~AMSAT-B-RO~~ Civilian Reshape Contingency Plan ~~60 Day Window Key Actions Target
Dates~~

1. Reference message, HQ AMC, AMCPE-ROC, 071550Z Jul 94, subject as above.

2. Request authority to conduct a Reduction In Force (RIF) at the U.S. Army Aviation and Troop Support Command activities located in Ft. Eustis and Hampton, Virginia. Position and personnel impact information for the two activities is enclosed.

a. As a result of continuing reductions in direct-mission funding and decreasing workyear allocations, it will be necessary to reduce FY 95 end strength for the U.S. Army Aviation Applied Technology Directorate, Aviation Research, Development and Engineering Center (Encl 1), located at Ft. Eustis, VA, and the Joint Research Programs Office, Aeroflightdynamics Directorate (Encl 2), located at the National Aeronautical and Space Administration, Langley Research Center, Hampton, VA. This is a permanent reduction which cannot be achieved through normal attrition or the furloughing of employees.

b. To help alleviate the adverse impact of the RIF, a total hiring freeze remains in effect, discretionary spending has been reduced, and outplacement services will be provided, to include retirement seminars and registration of employees in the Defense Outplacement Referral System, the Department of Defense Priority Placement Program, and the Interagency Placement Program. Enclosed are requests for Voluntary Early Retirement Authority and Voluntary Separation Incentive Pay to help minimize the adverse impact such a reduction will have by offering incentives to eligible employees who volunteer to leave.

3. Point of contact for action is Mrs. Diane Ottolini, Civilian Personnel Officer, DSN 693-2844/ commercial (314) 263-2844.

2 Encls
as

For
JOHN S. COWINGS
Major General, USA
Commanding

Encl 5



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY AVIATION AND TROOP COMMAND
4300 GOODFELLOW BOULEVARD, ST. LOUIS, MO 63120-1798



AMSAT-B-RO

13 FEB 1995

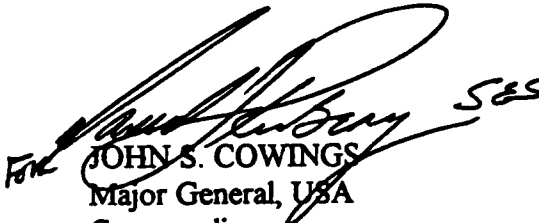
for
MEMORANDUM THRU Commander, U.S. Army Materiel Command, ATTN: AMCPE-ROC,
5001 Eisenhower Avenue, Alexandria, VA 22333-0001

(See para 3a of basic memo.)
FOR Commander, U.S. Total Army Personnel Command, ATTN: TAPC-CPF-S,
200 Stovall Street, Alexandria, VA 22332-0341

SUBJECT: Request for Approval of Voluntary Early Retirement Authority (VERA)

1. Under the provisions of Title 5, United States Code, Sections 8336(d)(2) and 8414(b)(1)(B), request your assistance in obtaining VERA for the U.S. Army Aviation Applied Technology Directorate, Aviation Research, Development and Engineering Center, located in Ft. Eustis, Virginia. This VERA request is for all occupational series and grade levels, including those covered by a special salary rate.
2. This VERA request is to help alleviate the impact of a reduction in force due to continuing reductions in direct-mission funding and decreasing workyear allocations. This is a permanent reduction that cannot be achieved by normal attrition or by furloughing employees. To help alleviate the impact of the reduction in force, we continue to operate under hiring restrictions. We are scheduling retirement seminars and will register volunteers in the Defense Outplacement Referral System and adversely affected employees in the Department of Defense Priority Placement Program and the Interagency Placement Program.
3. Additional information required in FPM Supplement 351-1, Appendix B, is enclosed.
4. If you have any questions, please contact Mrs. Diane Ottolini, Civilian Personnel Officer, DSN 693-2844/commercial (314) 263-2844.

Encl

for  SES
JOHN S. COWINGS
Major General, USA
Commanding

**REALIGNMENT FACT SHEET
AND
VERA REQUEST**

General Information:

1. Reporting Installation: U.S. Army Aviation Applied Technology Directorate (AATD), Aviation Development and engineering Center (AVRDEC), Fort Eustis, VA
2. Activity/Organization Undergoing Reduction (comprises a single competitive area): AVRDEC, Fort Eustis, VA
3. Activity/Organization's MACOM: U.S. Army Materiel Command (AMC)
4. Activity's installation name (if different than #1 above): Same as #1
5. Activity geographical locations: Fort Eustis, VA
6. Activity ROC/UICs: 6A1/W00XAA
7. Number of Employees Assigned to the UICs:
 - a. Not in the competitive area: 0
 - b. In the competitive area: 248
 - c. In the area unit/activity/organization where VERA is applied: 121
8. Reduction Status Code: R
9. Reduction Reason Code: M (reduction in funded workload)
10. Effective Date of Reported Data: ME Sep 99
11. Target Data and Losses/Accessions are Projected Through (check appropriate box):
 - a. The End FY: _____
 - b. The RIF Effective Date (provide explanation): Workload is not sufficient to support the entire workforce. RIF must be executed as soon as possible to minimize unproductive labor time.
12. Projected RIF Separations after VERA (provide projection and explanation if other than RFS entries 2f minus 3c):

REALIGNMENT FACT SHEET

RIF Notification Only _____
RIF/VERA Request X

Position Impact

1. Number of Positions:	Permanent	Term	Temporary	Total
a. Authorized Prior to Action	276	0	0	276
b. Minus – Abolished By Action	45	0	0	45
c. Minus – Transferred from Activity	0	0	0	0
d. Plus – Transferred into Activity	0	0	0	0
e. Equals – Authorized After Action	231	0	0	231
Other Position Information:				
f. Vacant Prior to Action	37	0	0	37
g. Projected Vacancies	37	0	0	37

Personnel Impact

2. Number of Employees	Permanent	Term	Temporary	Total
a. On-Board Prior to Action	239	0	9	248
b. Target Strength	194	0	0	194
Projected Attrition:				
c. TOF Transfers outside CA	0	0	0	0
d. Plus - Other Voluntary Losses	22	0	9	31
e. Equals – Normal Attrition W/O VERA	22	0	9	31
Projected Involuntary Losses:				
f. Separation-RIF (W/O VERA)	23	0	0	23
g. Plus - Other Involuntary Losses	0	0	0	0
h. Equals – Total Involuntary Losses (W/O VERA)	23	0	0	23
i. Projected Accessions:	0	0	0	0
j. Projected End Strength: 2a minus 2e minus 2h plus 2i	194	0	0	194
3. Other Projected Information				
a. Changes to Lower Grade (W/O VERA)	26	0	0	26
b. VERA Eligibles (after normal attrition, 2e)	138	0	0	138
c. VERA Separations	23	0	0	23
d. Employees not separated/demoted due to VERA	23	0	0	23

4. Projected RIF Letter Issue Date: 20 Mar 00 5. Projected RIF Effective Date: 29 Jul 00

6. Projected TOF Letter Issue Date: _____ 7. Projected TOF Effective Date: _____

8. Narrative Justification in support of RFS:

The vacant positions remaining at the completion of the action are those considered critical mission essential positions, which are not expected to be filled through RIF placement procedures. The skills of the surplus employees do not match the skill requirements of these positions. These positions require such highly technical skills that it normally takes several months to find qualified candidates to fill the positions. Therefore, although we plan to actively recruit to fill some, if not all, of these vacant positions while the RIF is on-going, our past experience indicates it is unlikely they will be filled and we anticipate no accessions before the RIF effective date.

VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)
REQUEST FORM

1. Justification: .U.S. Army Materiel Command (AMC) has granted authorization to begin reshape contingency planning at the U.S. Army Aviation Applied Technology Directorate (AATD), Aviation Development and Engineering Center (AVRDEC), Fort Eustis, Virginia. Reductions are required because there has been a decline in the funded workload. As a result, AATD, AVRDEC will no longer have sufficient workload to support the current work force. Although we anticipate some voluntary attrition, VERA is needed to further offset the potential for involuntary separations.

2. Scope and Nature of Request:

a. Area of Application: This request covers employees assigned to the U.S. Army Aviation Applied Technology Directorate (AATD), Aviation Development and Engineering Center (AVRDEC), Fort Eustis, Virginia. The VERA will be extended to all employees in the targeted series and grades (list attached) within the specified competitive area.

b. Timeframes:

- (1) The authority will be applied upon approval through 29 Jul 00.
- (2) Multiple opportunity windows will be used. When required, the SCD-Leave will be used as the non-personal factor to manage VERA approval. Request authority to control the timing of the windows and the number of VERAs during each window.

3. RIF Effective Date: 29 Jul 00.

4. Employee Information:

- a. Total number of permanent employees: 237
- b. Total number of term/temporary employees: 9
- c. Permanent Attrition: 22
- d. SES/Equivalent Positions Affected: 0

5. Permanent Employee Information after Attrition

- a. Be separated by RIF: 23
- b. Be demoted: 26
- c. Be eligible for VERA: 138
- d. Accept VERA: 23
- e. Not Separated/Demoted due to VERA: 23

6. Projected number of early retirements that will not avoid RIF separations or downgrades: 0

7. Any outstanding early retirement reports from previous authorities granted by the Department of Defense/Office of Personnel Management: None

8. Name, title, telephone number, and fax number of an
organizational contact for the requested VERA: Angie Speegle, DSN 788-8776,
FAX DSN 788-5013.

**AATD AVRDEC FORT EUSTIS
SERIES AND GRADES TARGETED FOR VERA:**

PAYPLAN, SERIES, GRADE TARGETED	NUMBER*
GS-0318-05	4
GS-0318-07	2
GS-343-12	3
GS-560-11	1
GS-802-9	1
GS-861-13	4
GS-861-14	3
GS-861-15	2
GS-1102-12	2
GS-1102-13	1
TOTAL	23

*The entry in the "Number" column indicates the maximum number of VERA applications that will be approved for that series and grade.



REPLY TO
ATTENTION OF

AMSAT-B-RO

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY AVIATION AND TROOP COMMAND
4300 GOODFELLOW BOULEVARD, ST. LOUIS, MO 63120-1798



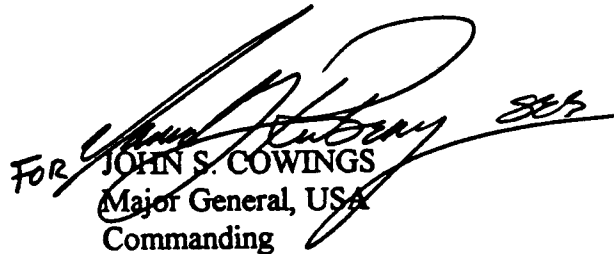
J. 3 FEB 1995

MEMORANDUM FOR Commander, U.S. Army Materiel Command, ATTN: AMCPE-ROC,
5001 Eisenhower Avenue, Alexandria, VA 22333-0001

SUBJECT: Request for Voluntary Separation Incentive Pay (VSIP)

1. Reference message, HQ AMC, AMCPE-ROC, 071550Z Jul 94, subject: AMC FY 95 Civilian Reshape Contingency Plan - 30 Day Window Key Actions/Target Dates.
2. Documentation is enclosed in accordance with referenced message in order to obtain authority to offer VSIP to eligible employees of the U.S. Army Aviation Applied Technology Directorate, Aviation Research, Development and Engineering Center, located in Ft. Eustis, Virginia. Offering this incentive will reduce the adverse impact that the proposed reduction in force will have, thereby reducing the number of necessary involuntary separations.
3. Point of contact is Mrs. Diane Ottolini, Civilian Personnel Officer, DSN 693-2844/commercial (314) 263-2844.

Encl

For 
JOHN S. COWINGS
Major General, USA
Commanding

REQUEST FOR AUTHORITY TO USE VOLUNTARY SEPARATION INCENTIVE PAY

1. NAME AND LOCATION OF INSTALLATION:

U.S. Army Applied Technology Directorate (AATD), Aviation Research, Development and Engineering Center (AVRDEC), located in Ft. Eustis, VA.

2. CIVILIAN EMPLOYMENT: Total: 239

Reduction Target: 45

Expected Involuntary Separations: 45

3. SCHEDULED DATE FOR INVOLUNTARY SEPARATIONS: 29 September 1995

4. PROFILE OF INVOLUNTARY SEPARATIONS:

<u>Number</u>	<u>Occupational Series & Grade</u>
---------------	--

See attached listing

5. NUMBER AND TYPE OF VOLUNTARY SEPARATION PAY INCENTIVES REQUESTED:

<u>Number</u>	<u>Type</u>
1	Resignation
23	Early Retirement
21	Regular Retirement

6. PROPOSED EXPANSION BEYOND REQUESTING INSTALLATION:

Department of Army Activities in the Ft. Eustis Commuting Area

7. COST ANALYSIS: See attached Summary Table

PROFILE OF INVOLUNTARY SEPARATIONS

<u>Number</u>	<u>Occupational Series & Grade</u>
1	GS-318-4
2	GS-318-5
1	GS-318-6
1	GS-318-7
1	GM-341-13
1	GS-343-12
1	GS-560-11
1	GM-801-14
1	GS-802-9
1	GS-802-12
1	GS-830-13
1	GS-855-12
1	GM-855-13
1	GS-856-12
1	GS-861-12
6	GS-861-13
5	GM-861-14
3	GM-861-15
1	GM-905-14
1	GS-1083-11
1	GS-1087-7
1	GS-1102-11
3	GS-1102-12
2	GS/GM-1102-13
1	GS-1106-5
1	GS-1106-7
1	GS-1520-12
1	GS-1520-13
1	GS-1601-11
1	GS-1670-7
TOTAL	45

AATD SUMMARY TABLE

2/9/95

# INCENTIVES PAID	COSTS OF SEP PAY	RIFS AVOIDED	SAVINGS SEV PAY \$12K EA	UNEMPLOY \$6K EA	HEALTH INS \$3K EA	SALARY DIFF \$15K EA	TOTAL SAVINGS	NET SAVINGS/ COST
1 RESIGNATIONS (@13K EA)	\$13.0K	1	\$8.0K	\$4.0K	\$2.0K		\$14.1K	\$1.1K
23 EARLY RETIREMENTS (@25K EA)	\$575.0K	18	\$212.5K	\$106.3K	\$53.1K	\$265.7K	\$637.6K	\$62.6K
21 REGULAR RETIREMENTS (@25K EA)	\$525.0K	12	\$148.7K	\$74.3K	\$37.2K	\$185.9K	\$446.0K	-\$79.0K
YEAR 1 TOTALS	\$1,113.0K	31	\$369.2K	\$184.6K	\$92.3K	\$451.5K	\$1,097.7K	-\$15.3K
RESIGNATIONS					\$1.0K			\$1.0K
EARLY RETIREMENT					\$26.6K	\$265.7K		\$265.7K
REGULAR RETIREMENT					\$37.2K	\$185.9K		\$223.0K
YEAR 2 TOTALS					\$64.7K	\$451.5K	\$516.2K	\$516.2K
EARLY RETIREMENT						\$265.7K		\$265.7K
REGULAR RETIREMENT						\$185.9K		\$185.9K
YEAR 3 TOTALS						\$451.5K	\$451.5K	\$451.5K
CUMULATIVE	\$1,113K	31	\$369K	\$185K	\$157.1K	\$1,354.5K	\$2,065.4K	\$952.4K



DEPARTMENT OF THE ARMY
UNITED STATES ARMY MISSILE COMMAND
REDSTONE ARSENAL, ALABAMA 35896-5000

REPLY TO
ATTENTION OF

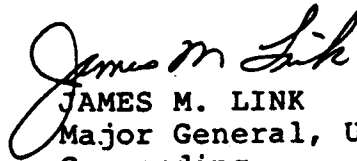
8 Jun 95

AMSMI-PT-CP

MEMORANDUM FOR Commander, U.S. Army Materiel Command;
ATTN: AMCPE-CE, 5001 Eisenhower Avenue,
Alexandria, Virginia 22333-0001

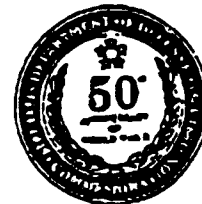
SUBJECT: Reassessment of Proposed Reductions in Force (RIF) at
Redstone Arsenal, Alabama

1. Reference Memorandum, AMSMI-PT-CP, 20 Mar 95, subject:
Notification of Proposed Reductions in Force (RIF) at Redstone
Arsenal, Alabama.
2. Referenced memorandum advised that this installation was
proposing RIFs for the U.S. Army Test, Measurement, and
Diagnostic Equipment Activity (USATA), the U.S. Army Acquisition
Executive Agency (AAESA) Program Executive Office (PEO) Tactical
Missiles, PEO Cruise Missile Unmanned Aerial Vehicle Joint
Project Office (JTUAV), PEO Intelligence and Electronic Warfare
(IEW), and the Air Defense Command and Control Systems Project
Office (ADCCS) located at Redstone Arsenal, Alabama.
3. The need for reduction in force has now been negated. This
was accomplished through the outplacement of surplus employees
into other activities and the use of voluntary separations.
There are approximately 38 employees who will be leaving the
rolls between 4 June 1995 and 29 September 1995.
4. The points of contact are Angie Speegle, DSN 788-8776,
commercial 205-842-8776 or Aleck Hernandez, DSN 746-5013,
commercial 205-876-5013.


JAMES M. LINK
Major General, USA
Commanding

AN EQUAL OPPORTUNITY EMPLOYER

Encl 6

REPLY TO
ATTENTION OFDEPARTMENT OF THE ARMY
LAKE CITY ARMY AMMUNITION PLANT
INDEPENDENCE, MISSOURI 6451-0230

19 June 1995

SMCLC-AO (690-300)

MEMORANDUM THRU Commander, U.S. Armament, Munitions and Chemical
Command, ATTN: AMSMC-PDR, (Ms. Sue Rogers), Rock
Island, IL 61299-6000FOR Commander, U.S. Army Materiel Command, ATTN: AMCPS-ROC, 5001
Eisenhower Avenue, Alexandria, VA 22333-0001

SUBJECT: RIF Authority - Lake City Army Ammunition Plant (AAP)

1. Request Lake City AAP be immediately granted RIF authority in order to effect a reduction of three employees. The Lake City AAP plans to issue RIF notification letters in mid-July with involuntary separations occurring 28 October 1995.
2. Lake City AAP's VSIP/VERA window closed 12 June 1995 with no volunteers, as one VSIP and one VERA whom previously indicated interest withdrew their proposed application for voluntary separation.
3. The authority is required due to Lake City AAP's reduced workload for FY 96. Although we will continue to try to find other solutions, we must now proceed with the steps required for involuntary separations.
4. The Realignment Fact Sheet is forwarded for Lake City AAP (encl).
5. The points of contact for this action are as follows:
 - a. The undersigned is the primary, Lake City AAP, DSN 463-9111, and alternate, Mr. D. T. Pollard, 463-9113.
 - b. Headquarters, AMCCOM, Manpower/Force Management:
Ms. Sue Rogers, AMSMC-PDR, DSN 793-1143.
 - c. Headquarters, AMCCOM, Civilian Personnel: Ms. Shirley Wehr,
AMSMC-HRC, DSN 793-3233.

Encl

Mary G. Goodwin
MARY G. GOODWIN
LTC, OD
Commanding

CF (w/encl):
Cdr, K.C. District CE, ATTN:
CEMERK-HR (Ms. Clarissa Grill)

Encl 7

REALIGNMENT FACT SHEET

RIF Notification Only _____
RIF/VERA Request X

Position Impact

1. Number of Positions:	Permanent	Term	Temporary	Total
a. Authorized Prior to Action	31	0	0	31
b. Minus – Abolished By Action	3	0	0	3
c. Minus – Transferred from Activity	0	0	0	0
d. Plus – Transferred into Activity	0	0	0	0
e. Equals – Authorized After Action	28	0	0	28
Other Position Information:				
f. Vacant Prior to Action	0	0	0	0
g. Projected Vacancies	0	0	0	0

Personnel Impact

2. Number of Employees	Permanent	Term	Temporary	Total
a. On-Board Prior to Action	31	0	0	31
b. Target Strength	28	0	0	28
Projected Attrition:				
c. TOF Transfers outside CA	0	0	0	0
d. Plus - Other Voluntary Losses	0	0	0	0
e. Equals – Normal Attrition W/O VERA	0	0	0	0
Projected Involuntary Losses:				
f. Separation-RIF (W/O VERA)	3	0	0	3
g. Plus - Other Involuntary Losses	0	0	0	0
h. Equals – Total Involuntary Losses (W/O VERA)	3	0	0	3
i. Projected Accessions:	0	0	0	0
j. Projected End Strength: 2a minus 2e minus 2h plus 2i	28	0	0	28
3. Other Projected Information				
a. Changes to Lower Grade (W/O VERA)	0	0	0	0
b. VERA Eligibles (after normal attrition, 2e)	5	0	0	5
c. VERA Separations	1	0	0	1
d. Employees not separated/demoted due to VERA	1	0	0	1

4. Projected RIF Letter Issue Date: 20 Mar 00 5. Projected RIF Effective Date: 29 May 00

6. Projected TOF Letter Issue Date: _____ 7. Projected TOF Effective Date: _____



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

Glendale Army Depot
Glendale, Ohio 99001-5000



SDSGL-CO

15 December 1994

MEMORANDUM THRU

Commander, U.S. Army Industrial Operations Command,
ATTN: AMSMC-HRC, Rock Island, IL 61299-6000

Commander, U.S. Army Materiel Command, ATTN: AMCPE-ROC,
5001 Eisenhower Avenue, Alexandria, VA 22333-0001

FOR Office of the Assistant Secretary of the Army (Manpower
and Reserve Affairs), ATTN: TAPC-CPF-S,
200 Stovall Street, Alexandria, VA 22332-0340

SUBJECT: Request for Approval to Conduct Reduction-In-Force
(RIF)

1. Reference message, HQAMC, AMCPE-ROC, 101750Z Oct 95, subject: Notification of Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) Authority.
2. Pursuant to the authority granted in referenced message, Glendale Army Depot (GLAD) has completed an initial 30-day VERA/VSIP window, and a total of 152 employees have been approved for voluntary separation. I have reassessed our manpower position, and have determined that it still will be necessary to conduct a RIF. Accordingly, I request approval to conduct a RIF to be effective 20 August 1995.
3. This request is based on a reduction in mission workload, as well as a reduction in funding for fiscal year 1995.
4. A continued hiring freeze combined with voluntary retirement programs and accelerated outplacement efforts have been effective, but will not generate sufficient losses to meet final budget authorizations.
5. Information required by AR 5-10 is enclosed.

Encl

Micka E. Mousse
MICKA E. MOUSSE
Colonel, OD
Commanding

Encl 8

REVISED REALIGNMENT FACT SHEET

PART I - REALIGNMENT FACTS

1. BACKGROUND AND MISSION:

a. ORGANIZATION: Glendale Army Depot (GLAD)

b. GEOGRAPHIC LOCATION: Glendale, Ohio

c. MISSION: The mission of GLAD is to perform maintenance of assigned materiel and required direct support to include engineering and product assurance; to perform Tool Set and Basic Issue Item (BII) and other national inventory control points, other Department of Defense (DOD) activities and other federal agencies as required; to provide administrative, logistical, and facility support services, including passenger travel and personal property services to tenant activities, and other supported activities,

2. NATURE OF THE ACTION: Reduction in Force

Note: Reference DOD 1400.20-1-M, Chapter 2, paragraph 2b, page 2-8. "For activities undergoing a substantial reduction-in-force (RIF), permanent appointments and promotions may be made if they have no adverse effect on employees involved in the upcoming RIF. No action may be taken which will subsequently impact on the placement rights of employees impacted by RIF either to deny their placement or to take action which would remove them from RIF competition."

3. DATE LETTERS WILL BE ISSUED: 20 Mar 00

4. REDUCTION-IN-FORCE (RIF) OR TRANSFER OF FUNCTION (TOF) EFFECTIVE DATE: 29 Jul 00

5. REASON FOR THE ACTION: This proposed action is based on a reduction in mission workload at GLAD.

6. IMPACT OF THE ACTION: (Summarize expected position/employee impacts).

7. POSITION IMPACT:

a. Positions prior to this action:

Permanent 1870 ; Term: 0 ; Temporary 0 ; Total 1870

b. Vacant positions prior to this action:

Permanent 336 ; Term 0 ; Temporary 0 ; Total 336

c. Positions to be eliminated as a result of this action:

Permanent 1134 ; Term 0 ; Temporary 0 ; Total 1134

- d. Positions to be transferred from this activity during the period of this action:
Permanent 0 ; Term 0 ; Temporary 0 ; Total 0
- e. Positions to be transferred to this activity during the period of this action:
Permanent 0 ; Term 0 ; Temporary 0 ; Total 0
- f. Positions remaining at this activity after completion:
Permanent 736 ; Term 0 ; Temporary 0 ; Total 736
- g. Positions to be changed to lower grade:
(CLG): Permanent 0 ; Term 0 ; Temporary 0 ; Total 0

8. PERSONNEL IMPACT:

- a. The total number of personnel on board prior to this action (Source: CPOL SF-113A report ME Sep 99):
Permanent 1450 ; Term 0 ; Temporary 84 ; Total 1534
- Current on-board strength (Source: CPOL SF-113A report ME Dec 99)
Permanent 1298 ; Term 0 ; Temporary 84 ; Total 1382

NOTE: Use end-month strength figures from month prior to this report. Identify month, day, and year and source from which figures were drawn.

- b. The total target end-strength:
Permanent 736 ; Term 0 ; Temporary 0 ; Total 736
- c. The total number of reductions:
Permanent 714 ; Term 0 ; Temporary 84 ; Total 798
- d. Actual optional retirements during the period of this action:
Permanent 96
- Estimated additional optional retirements during the period of this action:
Permanent 8
- e. Actual early retirements approved during the period of this action:
Permanent 54
- Estimated additional early retirements to be approved during the period of this action: Permanent 15
- f. Actual other retirements approved during the period of this action:
Permanent 0
- Estimated other retirements during the period of this action:
Permanent 8

g. Actual resignations during the period of this action:

Permanent 6; Term 0; Temporary 0; Total 6

Estimated additional resignations during the period of this action:

Permanent 2; Term 0; Temporary 0; Total 2

h. Actual number of personnel placed with other Army or Federal activities during the period of this action:

Permanent 0; Term 0; Total 0

Estimated additional number of personnel to be placed with other Army or Federal activities during the period of this action:

Permanent 5; Term 0; Total 5

i. Actual other attrition during the period of this action:

Permanent 0; Term 0; Temporary 0; Total 0

(Include all projected attrition not accounted for in d to h above, e.g., involuntary separations for cause)

Estimated additional other attrition during the period of this action:

Permanent 0; Term 0; Temporary 0; Total 0

(Include all projected attrition not accounted for in d to h above, e.g., involuntary separations for cause)

j. Actual number of temporaries terminated or released as a result of this action: 0

Estimated number of additional temporaries to be terminated or released as a result of this action: 84

NOTE: The temporary work force must also be used as a reduction tool. Used wisely, the temporary work force can lessen the impact, thus project release as an alternative to RIF/TOF. Explain how the temporary work force, including any intermittent employees, will be used to minimize/prevent the RIF or TOF. Also, see CFR 351.602, Prohibitions.

k. Actual number of employees transferred to other activities during the period of this action by TOF: 0

Estimated additional number of employees to be transferred to other activities during the period of this action by TOF: 0

l. Actual number of employees transferred to this activity during the period of this action: 0

Estimated additional number of employees to be transferred to this activity during the period of this action: 0

- m. Estimated number of employees to be separated by RIF:
Permanent 520; Term 0; Total 520
- n. Estimated number of employees to be separated under adverse procedures as a result of TOF: 0
- o. Estimated number of employees to be changed to lower grade (demoted): 124
- p. Total number of employees who have already left voluntarily (i.e., attrition) before the planned effective date of the RIF, TOF or CLG:
Permanent 152; Term 0; Temporary 0; Total 152

Estimated additional number of employees who will leave voluntarily (i.e., attrition) before the planned effective date of the RIF, TOF or CLG:
Permanent 646; Term 0; Temporary 0; Total 646
(These entries are the summaries of items d, e, f, g, h, and i above.)

NOTE: Review the historical attrition rate and, if your projected losses are lower than your historical rate, include reason(s) why fewer losses are expected.

- q. Estimated number of employees on board after completion of this action:
Permanent 736; Term 0; Temporary 0; Total 736
- r. Estimated number of vacant positions remaining after completion of this action:
Permanent 0; Term 0; Temporary 0; Total 0

7. Estimated annual cost reductions: \$18.4 Million

8. ENVIRONMENTAL IMPACT: It was determined that this action has minimal effect on environmental quality. It qualifies for categorical exclusion (CX) A-14, AR 200-2, Appendix A. A Record of Environmental Consideration (REC), signed December 13, 1994, is enclosed.

DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, D. C.

INFORMATION FOR MEMBERS OF CONGRESS

The Department of the Army announced today that a Reduction in Force (RIF) will be conducted at the Glendale Army Depot (GLAD) located in Glendale, Ohio. This action is the result of a declining maintenance workload at GLAD.

There are currently 1870 authorized positions in this organization. Of those, 1134 will be eliminated. There are currently 1534 employees on board. It is estimated that 194 will resign or retire, 5 will be placed elsewhere, 84 temporary employees will be terminated, and up to 520 may be separated by RIF. On July 29, 2000, 736 positions and 736 employees will remain.

We have reduced the impact of this action on civilian employees through aggressive outplacement efforts, normal attrition, reassignments, hiring controls, registration in the Priority Placement Program and separation incentives including early retirement. An initial window of opportunity for Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) for employees was open from November 1, 1999 to November 30, 1999. The continued use of VSIP, VERA, and other outplacement efforts is expected to reduce the number of permanent employee involuntary separations to 520. All possible placement efforts are being explored to assist affected employees.

Notices will be given to affected employees not earlier than March 20, 2000. The notices will be effective not earlier than July 29, 2000.

FURNISHED BY:

Office, Chief of
Legislative Liaison

DRAFT PRESS RELEASE

The Department of the Army announced today that a Reduction in Force (RIF) will be conducted at the Glendale Army Depot (GLAD) located in Glendale, Ohio. This action is the result of a declining maintenance workload at GLAD.

There are currently 1870 authorized positions in this organization. Of those, 1134 will be eliminated. There are currently 1534 employees on board. It is estimated that 194 will resign or retire, 5 will be placed elsewhere, 84 temporary employees will be terminated, and up to 520 may be separated by RIF. On July 29, 2000, 736 positions and 736 employees will remain.

We have reduced the impact of this action on civilian employees through aggressive outplacement efforts, normal attrition, reassignments, hiring controls, registration in the Priority Placement Program and separation incentives including early retirement. An initial window of opportunity for Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) for employees was open from November 1, 1999 to November 30, 1999. The continued use of VSIP, VERA, and other outplacement efforts is expected to reduce the number of permanent employee involuntary separations to 520. All possible placement efforts are being explored to assist affected employees.

This action is expected to save the Department of the Army an estimated \$18.4 million annually.

Notices will be given to affected employees not earlier than March 20, 2000. All actions will be completed not earlier than July 29, 2000.

PROPOSED QUESTIONS AND ANSWERS

Q1. Why is the reduction in force going to take place?

A1. The reduction in force is necessary due to the declining maintenance workload Glendale Army Depot (GLAD).

Q2. How many civilian employees are projected to be involuntarily separated?

A2. Up to 520 employees.

Q3. When will the affected employees be notified that their jobs have been eliminated?

A3. Notices will be given to affected employees on or about March 20, 2000, with an effective date of no earlier than July 29, 2000.

Q4. What will happen to the remaining employees?

A4. Of the 714 positions to be eliminated, 152 employees have already been approved for voluntary separation (retirement or resignation) with incentive pay. It is anticipated that an additional 646 employees will retire, resign or find jobs with other activities.

Q5. What will be done for employees who actually lose their jobs?

A5. Career employees affected by this reduction in force will be offered assistance in registering in various outplacement assistance programs through the Department of Defense, and local outplacement efforts through the State Employment Services Office. Eligible employees will also receive severance pay.

EQUAL EMPLOYMENT OPPORTUNITY ASSESSMENT

Glendale Army Depot (GLAD) is anticipating a potential decrease of 714 permanent employees. This represents a 49% decrease in the work force. This 49% decrease will have the greatest impact on the representation of women and persons with disabilities. These individuals should be able to acquire entry level positions in the surrounding community and other federal agencies.

Equal Employment Officer

CATEGORY	NUMBER (%)		NUMBER (%)	
	BEFORE ACTION		AFTER ACTION	
(1) Total Work Force	1450		736	
(2) Total Men in Work Force	1118	(77.1)	581	(79.0)
(3) Total Women in Work Force	332	(22.9)	155	(21.0)
(a) Nonminority women in work force	295	(20.3)	151	(20.5)
(b) Minority women in work force	37	(2.5)	4	(0.5)
(4) Total nonminority in work force	1290	(88.9)	653	(88.7)
(5) Total minority in work force	160	(11.0)	83	(11.3)
(a) Black	9	(0.6)	5	(0.7)
(b) Hispanic	129	(8.9)	66	(9.0)
(c) Asian American/Pacific Islander	9	(0.6)	5	(0.7)
(d) American Indian/Alaskan Native	13	(0.9)	7	(0.9)
(6) Total Individuals with disabilities in work force	111	(7.6)	58	(7.9)
(7) Total Individuals with Targeted Disabilities	16	(1.1)	8	(1.1)

Source: DCPDS reports ME Sep 99

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

TO: Environmental Officer

FROM: Chief, Human Resources Division

PROJECT TITLE: Reduction in Force of Civilian Personnel at Glendale Army Depot

BRIEF DESCRIPTION: Glendale Army Depot proposes to reduce its civilian work force by 714 permanent civilian positions.

ANTICIPATED DATE OF PROPOSED ACTION: 29 Jul 00

This action is categorically excluded under the provision of CX A-14, AR 200-2, Appendix A, (and no extraordinary circumstances exist as defined in paragraph 4-1 or listed in Section II, Screening Criteria, Appendix A, AR 200-2). There will be no significant impact on the operation of the installation's utilities system such as waste water treatment, power or water distribution. The installation's environmental program will not be degraded. Various other areas of environmental concern such as endangered species protection, historic preservation, hazardous waste management, and safety will not be significantly impacted by this action. This action is not a realignment under 10 USC S2687(a) since no civilian personnel are being relocated nor are functions being transferred to other locations. It is a reduction to which 10 USC S2687(a) and (b) do not apply.

SIGNATURE, TITLE AND DATE